

CHECKLIST OF FY 2003 3RD QUARTER AND YEAR-END ACTIVITIES

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Final 3rd quarter Fund and Non-Fund data due to OFCR	7/7	
3 rd quarter financial data (excluding PMAs/FERC) available in MARS	7/8	
3rd quarter financial statement analysis and footnote disclosures due to OFCR	7/25	
Verify that all Treasury/DCA/MARS differences from October to June have been resolved.	8/4	
3 rd quarter limited financial statements issued to OMB	8/14	
Verify master edits as of July data to see that it is error free. (Has a MARS/DISCAS comparison been performed within the last two months?)	8/25	
Full set of 3 rd quarter financial statements and footnotes provided to KPMG	8/29	
Verify that all Treasury/DCA/MARS differences from October to July have been resolved.	9/4	
Verify that all Treasury/DCA/MARS differences for August data have been resolved.	9/26	

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Cut-off for Transfer Vouchers	9/29	Information related to any non-reconciling transfers issued after 9/22 should be phoned to the other office with a copy facsimiled. The official copy and backup should be express mailed immediately with a notation that an advanced copy was faxed previously (to avoid duplicate reporting).
Final SF-1151's due to Treasury.	9/30	No additional reclassifications between appropriations after this date.
Notify other party of inter-office balances and FAX confirmation form.	9/30	Note: Field offices should coordinate with the appropriate PMA/FERC inter-office contact to confirm any inter-office balances associated with OPI's AK90, BP90, ER90, RP90, SE90, SW90, 0385, 0386, 0387, 0388, and 0389.
No "RE" entries should be made in September without prior approval from OFCR.	10/1	Attn: Barbara Harbell 301-903-3774; Marion Hoch 301-903-4216
Verify and re-fax inter-office confirmation form to originating office.	10/1	
Fax data related to special receipt accounts to OFCR (e.g. 895228, 895105, 965125, 890891, and 89X6428) and NPR receipts.	10/3	Must agree with SF-224 submitted to Treasury and amounts reported by OFAs on their SF-224's. FAX No. 301-903-5202, Attn: Debbie Kemp, ME-12.2

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Final regular SF-224 due to Treasury.	10/3	All Budget Clearing Accounts must be zeroed out (with the exception of 89F3880).
No additional Supplemental SF-224's should be submitted to Treasury after this date without OFCR approval.	10/6	Obtain OFCR approval from Debbie Kemp, 301-903-2666 or Barbara Harbell, 301-903-3774.
Final LOC SF-224 (ALC 87XX Series) due to Treasury.	10/6	
Final LOC SF-224 (ALC 97XX Series) due to Treasury	10/6	
Confirmations of SS Materials Inventory and refax SS materials confirmations.	10/9	
Final Fund and Non-Fund data due to OFCR by 12:00 midnight local time at your office. Have the following items been addressed?	10/10	Early submissions are strongly encouraged to diminish the need for additional overtime. Please make sure all your data has been accepted before leaving for the weekend.
*Verify zero balances in 89F3875.		Treasury stipulates all amounts contained in Budget Clearing Accounts must be transferred to the appropriate receipt or expenditure account.
*Verify agreement of intra office transfer activity.		
*Reclassify any remaining activity in substitution codes.		
*Distribute YN01 activity.		

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
*Revise program costs capitalized - BSC 8133 = zero - SCC 61 = zero - BSC 2311 & 8133, SCC 61 = zero		
*Close out construction projects that are physically and financially complete.		
Preliminary yearend data (except PMAs/FERC) available in MARS	10/14	Data may be available as early as Sunday 10/12 if you wish to begin working on your financial statement analysis/footnotes. Upon logging onto MARS, notification as to data availability will appear on the MARS banner
OFCR will edit data and provide feedback.	10/14-10/16	
Current Status of Accounts Receivable from Foreign Obligor's data due to OFCR	10/15	Attn: My-Khanh Le, ME-12.2. Need breakout of receivables in excess of 90 days.
Report on International Transactions (A-65) due to OFCR.	10/15	Attn: My-Khanh Le, ME-12.2
Detail submission into DIMS due to Financial Policy.	10/15	Attn: Barbara Uzzell, ME-11, on (301) 903-3262.
Quantity and Usage data due.	10/16	Submit this data to MARS in accordance with guidance provided in FY 96.
Final correction and supplemental data due. No more data will be accepted after 10/17 unless requested by OFCR.	10/17	

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
All “pre-closing” FY 2003 financial data (except for PMAs/FERC) available in MARS	10/20	
OFCR to notify offices of any outstanding Treasury/ MARS/DCA differences - corrections needed.	10/21	Treasury Trial Balance expected no later than 10/20- -OFCR review will be done immediately and problems relayed.
RW to submit memo to OFCR regarding Dept’s liability to the NWF	10/22	
NWF adjustments made by OFCR and CAC	10/24	
Cost allocation entries made by OFCR.	10/24	
Finish year-end cash reconciliation (DCA to Treasury).	10/24	
Report of Waiver of Claims for Erroneous Payments due to OFCR.	10/27	Attn: Gloria McGaha, ME-12.2
Certification of Receivables Report.	10/27	Fax to Marion Hoch, ME-12.2 on (301) 903-5202.
Receivables Report (Schedule 220.9) and supporting footnote narrative.	10/27	E-mail Marion Hoch, ME-12.2 marion.hoch@hq.doe.gov
OFCR to transmit final reports.	10/27	Review in preparation for final submission. Pen and ink 2108 with any additional entries to be able to recognize final position so that an immediate certification is possible when final 2108 is received.

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Financial statement analysis, footnote disclosures, and required supplementary stewardship information due to OFCR.	10/27	Attn: Rick Loyd, ME-12
OFCR to process closing routines.	10/28	Beginning uncostered balances will be brought forward at the detail level for all offices.
Certified 2108 due to OFCR	10/30	Certification should read "I hereby certify that the amounts shown in this report are correct. All known transactions meeting the criteria of 31 U.S.C. 1501 (a) have been obligated and are so reported. In addition, the amounts reflected on lines with a prefix of '921' reflect the balance in the imprest fund-SGL 1120." Fax No. 301-903-5202. Attn: Barbara Harbell or Bethany Williams, ME-12.
October SF-224 due to Treasury.	11/5	
October data due to OFCR. * B&R recast entries due with October data. Includes all one for one's and splits. Use SCC=RC.	11/5	Offices must work closely with KPMG auditors to resolve all findings in order to post "CP" summary class code entries in time for the October MARS submissions. These CP entries should be coordinated with OFCR, but prior approval is not required. All CP summary class code entries made after the October submission <u>must be approved in writing by OFCR</u> . Requests for approval should be directed

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		to Scott Chayette, Office of Financial Control and Reporting.
Report on Estimate Foreign Currency Collections and Expenditures due to OFCR.	11/12	Attn: Gloria McGaha, ME-12.2
Report on Unfunded Foreign Currency Reservation Accounts due to OFCR.	11/12	Attn: Gloria McGaha, ME-12.2
Federal Aid to State & Local Governments due to OFCR.	11/12	Attn: Gloria McGaha, ME-12.2
November data due to OFCR.	12/3	
Tracking of Technology Transfer Third-Party Receipts.	1/16	Attn: Barbara Harbell, ME-12
Documentation on year-end problems due to OFCR.	1/20	Attn: Terry Baldwin, ME-12.1 teresa.baldwin@hq.doe.gov